

**Cobb County Residential Building Permit Application****\* Required Fields**

**Permit #:** \_\_\_\_\_ **Parcel ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**New Home**    **Townhome**    **Condo**    **Duplex**    **Addition**    **Renovation**    **Basement Finish**  
**Fire Damage**    **Demo**    **Accessory Structure (Type):** \_\_\_\_\_

\*District: \_\_\_\_\_ \*Land Lot(s): \_\_\_\_\_ \*Lot: \_\_\_\_\_ \*Subdivision: \_\_\_\_\_

\*Property Owner: \_\_\_\_\_ \*Phone #: \_\_\_\_\_

\*Property Owners Current Mailing Address: \_\_\_\_\_

\*Property Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Finished Sq Footage (Heated/Livable): \_\_\_\_\_ # of Rooms: \_\_\_\_\_ # of Baths: \_\_\_\_\_

Unfinished Basement Sq Ft (Not Garage): \_\_\_\_\_ Full \_\_\_\_\_ Partial: \_\_\_\_\_

Finished Basement Sq Ft: \_\_\_\_\_ Full \_\_\_\_\_ Partial: \_\_\_\_\_

Finished    Unfinished Attic Sq Ft (Usable Space Only): \_\_\_\_\_

Fireplace (Give Type & Quantity):    Masonry x \_\_\_\_\_    Pre-Fab x \_\_\_\_\_    Gas x \_\_\_\_\_

Installed By: \_\_\_\_\_

Porch Sq Ft: \_\_\_\_\_ Patio Sq Ft: \_\_\_\_\_ Deck Sq Ft: \_\_\_\_\_ Accessory Sq Ft: \_\_\_\_\_

Garage Sq Ft: \_\_\_\_\_ Garage Apt Sq Ft: \_\_\_\_\_ Attached    Detached    Drive Under

Detached    Enclose Carport Sq Ft: \_\_\_\_\_    Enclosed    Open Shed / Storage Bldg: \_\_\_\_\_

Exterior Covering:    Brick Veneer    Vinyl    Wood Siding    Other \_\_\_\_\_

Pole (open)    Closed Barn Sq Ft: \_\_\_\_\_ Will animals be housed there?    Yes    No

Will roof overhangs, steps, stoops, bays, chimneys, & decks be within five (5) feet of the required setbacks?    Yes    No

\*Briefly Describe work being done: \_\_\_\_\_

\_\_\_\_\_ Construction Cost: \$ \_\_\_\_\_

\*Contractor / Company: \_\_\_\_\_ \*Cobb #: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Erosion Control Certification# \_\_\_\_\_ \*Exp: \_\_\_\_\_ \*Business License # \_\_\_\_\_ \*Exp: \_\_\_\_\_

**All accessory structures must meet Zoning Setbacks. If electrical, plumbing or heating is allowed, a separate permit is required.**

- **Permit clerks DO NOT read plans or determine square footage.**
- **All forms must be notarized prior to being processed by the permit clerks unless they WITNESS your signature and you present a photo ID**

**Sewer** \_\_\_\_\_ **Septic** \_\_\_\_\_ **LDP** \_\_\_\_\_ **Site Approval** \_\_\_\_\_

\*Signature of Applicant: \_\_\_\_\_ \*Printed Name: \_\_\_\_\_

ID Verified    Proof of Ownership Verified    Clerks Initials: \_\_\_\_\_

All permits require site plan showing house, driveway, and any additions. **This must be a legal record of the lot.** It can be obtained from Deeds & Records, Bldg C in the basement (770) 528-1300 or visit their website at [www.cobbgasupctcl.com](http://www.cobbgasupctcl.com). The following approvals must be obtained in the order listed prior to permitting.

**New Home on a county road (not in a subdivision unless it is an in-fill lot):**

1. Copy of paid water receipt from Cobb Water 770-528-2137  
If on Sewer a sewer availability letter is required from the Engineering Department @ Cobb Water 770-419-6312 / 6327 before you can obtain water.
2. If on Septic must be approved by Environmental Health 770-435-7815
3. Teardown / Build back or In-Fills lots must be approved by Storm Water Management 770-419-6434
4. Planning Division Bldg E in the Basement 770-528-2018
5. Address Verification Bldg E in the Basement 770-528-2002
6. Zoning Approval Bldg E 3<sup>rd</sup> Floor 770-528-2004
7. Site Plan Review Approval Bldg E 2<sup>nd</sup> Floor 770-528-2147

**Demo**

- Once a structure is demolished destroyed (i.e. by fire or flood) the lot may no longer comply with state or county ordinances regarding the build back of a structure or structures. If a build back is being considered at present or may be considered in the future it is recommended that the applicant contact zoning 770-528-2004 and Storm Water Management 770-419-6434 to discuss current requirements prior to obtaining a demo permit.
- The issuance of a permit does not grant permission to the owner / representative or permit holder to proceed with demolition prior to complying with Georgia laws and rules relative to air quality, solid waste, and asbestos, or other environmental contamination. For more information regarding state of Georgia requirements call EPD at 404-363-7026 or visit their website at [www.ganet.org/dne/environ](http://www.ganet.org/dne/environ)**
- NOTARIZED** letter from the property owner giving authorization to demo structure if a contractor is applying for a permit.
- Homeowner will need a copy of the warranty deed and photo ID.
- Photos of three (3) sides of structure are required for approval from Historic Preservation Bldg E Basement (770) 528-2010.
- Site Plan Review Approval Bldg E 2<sup>nd</sup> Floor 770-528-2147

**Retaining Wall**

- Engineers Section drawing with seal is required.
- Site Plan Review approval is required.

**Fire Damage**

- A building inspector must inspect the structure to determine the percent of damage prior to permitting. In order for the inspector to do the inspection we must receive a fire damage report. You can request this from the Fire Marshal's office at 770-528-8313.
- If an engineer's letter is required by the inspector it must be presented at the time the permit is taken out.
- All heating, electrical, and plumbing must be done by a Georgia state licensed contractor.

\*\*\*\*Additional sign offs may be required depending on plat specifications\*\*\*\*

**All contractors must be registered with Cobb County Permit Section or office. The following will be required**

- Original \$10,000 Code Compliance Bond with Power of Attorney. This can be obtained from your insurance company.
- Copy of current business license.
- Copy of your current state license as required by the state of Georgia.

**Homeowner acting as contractor will need a copy of their warranty deed and a photo ID. The person taking out the permit must be on the warranty deed.**

Certification by Owner / Applicant

I understand and certify that the maximum percentage of impervious surface for the development activity associated with this permit application shall conform to the limit for the specific Zoning District as detailed by the Official Code of Cobb County, Chapter 134, Article IV, District Regulations, (11) Use Limitations. This impervious surface shall include structures (principal and accessory), parking lots, driveways, walkways, non wooden pool decks and the like and non-permitted work.

Table 1

Signature of property owner or owner representative \_\_\_\_\_

Printed name \_\_\_\_\_

Signature of applicant or applicant representative \_\_\_\_\_

Printed name \_\_\_\_\_

Zoning District (See Table 1) \_\_\_\_\_ Maximum Impervious Surface Allowed \_\_\_\_\_

ZONING DISTRICT	MAX. COVERAGE
RR,R-80	25%
R-40	30%
R-30,R-20,R-15,R-12	35%
PRD, OSC, RMR	
RA-5, RA-4, RD	40%
R-A6, RM-8, FST, RM-12, RM-16, RHR, SC	45%
UC	55%

\*\*\*\* OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE \*\*\*\*

**Zoning Department / Historic Preservation Approval:**

Comments: \_\_\_\_\_

Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Right: \_\_\_\_\_ Left: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Site Plan Review Approval:**

\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_